



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 7/8/2025

To: Board of Supervisors of the County of Sonoma, Board of Directors of the Sonoma County Water Agency, Board of Commissioners of the Community Development Commission, and the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

Department or Agency Name(s): Human Resources Department

Staff Name and Phone Number: Janell Crane, 707-565-2885; Lisa Conner, 707-565-3207

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Miscellaneous Classification, Compensation, and Allocation Changes

Recommended Action:

- A) Adopt a Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to establish the Assistant Public Health Laboratory Director - Project classification and set the salary, re-establish the classification and salary for Public Information Specialist, and revise the salary of Deputy Fire Marshal, effective July 8, 2025.
- B) Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and Service Employees International Union (SEIU), Local 1021, Salary Table Scales, to establish four new classifications and set the salaries and revise the classification title of Park Ranger III to Supervising Park Ranger, effective July 8, 2025.
- C) Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and Sonoma County Law Enforcement Association (SCLEA), Salary Table Scales, to revise the classification titles of Park Ranger I to Park Ranger and Park Ranger II to Senior Park Ranger, effective July 8, 2025.
- D) Adopt a resolution amending the Department Allocation List for the County Administrator's Office, Department of Health Services, Regional Parks, and the Sheriff's Office effective July 8, 2025.

Executive Summary:

The County's Human Resources Department is responsible for managing the County-wide classification and compensation structure. Components of this responsibility include ensuring employees are appropriately classified, administering the County's Compensation Plan, and assisting departments with organizational changes when they involve classification reviews. Regularly, the department conducts classification and compensation analyses, develops reports, and presents recommendations to incumbents, unions, departments, and in many situations the Civil Service Commission. However, four agencies (Agricultural Preservation and Open Space District, Community Development Commission, Sonoma County Fair, and Sonoma County Water Agency) are not governed by the County's Civil Service System and the Board has sole authority to approve revisions to their classifications.

Human Resources requests approval to implement recommendations resulting from classification and compensation studies for the Department of Health Services, Regional Parks, and Sheriff's Office, as well as authority to delete 9.25 full-time equivalent allocations identified during the Fiscal Year (FY) 2025-2026 budget process as being vacant for greater than 12-months.

Discussion:

Department of Health Services

Human Resources is responsible for managing the County-wide classification structure and ensuring the availability of classifications that meet department operational needs. For positions which focus on a specific project that are limited in duration to a maximum of five years, Project classifications may be created. Project positions allow departments to hire individuals with highly specialized areas of expertise to perform specific project-based work, while limiting the impact on department operations at the end of the project term. In support of Department of Health Services Public Health Laboratory operations, and to ensure adherence to public safety standards, Human Resources determined it appropriate to create a "Project" version of the Assistant Public Health Laboratory Director classification. On June 5, 2025, the Civil Service Commission approved the recommendation to establish the Assistant Public Health Laboratory Director – Project classification.

Bargaining Unit, Fair Labor Standards Act, and Salary Determinations: With the exception of their limited duration, project classifications are designed to mirror the employment conditions of their "regular" classification counterparts. Human Resources has determined that the new classification should be allocated

under Salary Resolution No. 95-0926, Administrative Management Bargaining Unit 0050, and that the classification is exempt and not eligible for overtime pay pursuant to the Fair Labor Standards Act. The recommended salary for the classification is tied to the non-project classification and should be administered as detailed in the table below.

Class Title	Proposed Top Monthly Step	Ongoing Salary Administration
Assistant Public Health Laboratory Director – Project	\$12,361	Tied to Assistant Public Health Laboratory Director

Human Resources seeks approval to establish the new classification and set the salary for Assistant Public Health Laboratory Director – Project.

Human Resources

In the March 18, 2025, Miscellaneous Classification, Compensation, and Allocation Changes Board item, an administrative error occurred. The Deputy Fire Marshal classification and salary were established as one of the Board actions. The Summary and Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables referenced a salary of “\$13,663/top monthly step” and that the “Deputy Fire Marshal be set hourly at the beginning range of 6463,” respectively. Both data points are associated with an A-Step salary rate of \$64.63. The Resolution Attachment for the Salary Table incorrectly referenced an A Step Rate of “\$62.44.” Human Resources seeks approval to correct the administrative error and amend the Salary Resolution to revise the Salary Table for Deputy Fire Marshal to reflect an A-Step Rate of \$64.63 as originally intended.

Regional Parks

On July 16, 2024, the Board of Supervisors adopted an ordinance changing the designation of Park Rangers from Peace Officers to Public Officers. As a result, Human Resources conducted a classification study to revise the Park Ranger classification specifications. The class study resulted in editing all five classifications in the Park Ranger series. The previous classification specifications included language and requirements related to law enforcement in the definitions, typical duties, knowledge and abilities, and minimum qualification sections that require updating. Revisions are necessary to align with the ordinance change.

In addition to the changes required to align with the Public Officer designation, Human Resources reviewed the Park Ranger series and found the classification specifications’ language, formatting, and title naming convention were not in alignment with Human Resources’ current practices and standards.

To reflect current standards, Human Resources recommended changing the classification titles from Park Ranger I to Park Ranger, Park Ranger II to Senior Park Ranger, and Park Ranger III to Supervising Park Ranger. At this time, title changes have not been recommended to Park Ranger Trainee and Chief Park Ranger, though the latter two were part of the overall study. The Civil Service Commission approved the revisions to the specification and retitling at their June 5, 2025 meeting.

Human Resources, Regional Parks management, SCLEA, and SEIU met and conferred over the classification specifications revisions and reached agreements with the respective bargaining units, which resulted in the Letters of Agreement between the parties (SCLEA, Resolution 3; Attachment B and SEIU, Resolution 2; Attachment C).

Human Resources seeks approval to amend the SCLEA and SEIU Memoranda of Understanding to retitle Park Ranger I to Park Ranger, Park Ranger II to Senior Park Ranger, and Park Ranger III to Supervising Park Ranger.

Sheriff's Office

Human Resources has completed three position review classification studies for the Sheriff's Office. Due to the unique nature of each study, each is presented independently in this Summary.

Position Review – Administrative Aide, Purchasing Unit

The Sheriff's Office submitted a classification study to Human Resources requesting the review of an Administrative Aide position assigned to their Purchasing Unit. Human Resources agreed that the position needed to be evaluated for appropriateness of classification and engaged the pre-approved classification services consultant, Gallagher Benefit Services, Inc., to conduct the study. On June 5, 2025, the Civil Service Commission reviewed the report and approved the reclassification of the studied Administrative Aide position to the Department Analyst classification, retaining the incumbent in accordance with Civil Service Rule 3.3B.

Position Review – Community Services Officer II, Community Outreach Unit

At the request of the Sheriff's Office and the incumbent, Human Resources conducted a position review study for one Community Services Officer II (CSO II) position assigned to the Community Outreach Unit. Through the classification study process and based on the duties, knowledge, skills, and abilities required, it was determined that the work was outside of the scope of the CSO II classification. Human Resources reviewed the County's existing classification plan and found no active, existing classification that would be appropriate to perform the identified body of work. However, Human Resources did identify an abolished classification, Public Information

Specialist, as a match for the work performed. On June 5, 2025, the Civil Service Commission reviewed and approved the Human Resources' report which included the recommendation to re-establish the Public Information Specialist classification and approve the reclassification of the studied CSO II position to the Public Information Specialist classification, retaining the incumbent in accordance with Civil Service Rule 3.3B.

Human Resources is requesting to re-establish the job classification of Public Information Specialist, in Bargaining Unit 0000-Unrepresented. This classification is non-exempt, pursuant to the guidelines of the Fair Labor Standards Act. Based on an evaluation of market data and past salary administration; Human Resources recommends the salary to be set at \$7,846/top monthly step in alignment with past salary administration. For ongoing salary administration purposes, Public Information Specialist should be tied to Administrative Aide, as it was previously set.

Position Review – Legal Processor Series, Central Information Bureau

A position review classification study was conducted at the request of the incumbents in the Legal Processor series assigned to the Central Information Bureau (CIB) of the Sheriff's Office resulting in the development of the Law Enforcement Services Specialist (LESS) series. The LESS series performs complex clerical related to law enforcement records, reports, and databases; supports law enforcement department through the processing of law enforcement documents such as court orders and warrants, provides information to the public and other law enforcement agencies within a prescribed timeframe, and utilizes specialized local, statewide, and national law enforcement databases. The LESS series encompasses a career ladder beginning with an entry-level classification through a supervisor-level classification.

Human Resources also determined reclassification and retention of the incumbents in accordance with Civil Service Rule 3.3C was appropriate, and the Civil Service Commission approved the recommendation of the position review study at their January 18, 2024, meeting.

Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determination: Pursuant to the County's Employee Relations Policy, Human Resources determined the appropriate bargaining unit for the new Law Enforcement Services Specialist I, Law Enforcement Services Specialist II, and Senior Law Enforcement Services Specialist to be SEIU-0005 Service and Technical Support- Non-Supervisory, and the appropriate bargaining unit for the new Law Enforcement Services Supervisor to be SEIU-0095 General Supervisor. These classifications are non-exempt, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of both market data and internal compensation factors, Human Resources has determined the salary for Law Enforcement Services Specialist II be set at \$6,359/top monthly step and be established as a benchmark classification. To maintain internal compensation factors and ensure consistency between levels in the class series, the following table details salary administration for the LESS series.

Class Title	Proposed Top Monthly Step	Ongoing Salary Administration
Law Enforcement Services Specialist I	\$5,781	10% below LESS II
Law Enforcement Services Specialist II	\$6,359	Benchmark
Senior Law Enforcement Services Specialist	\$6,995	10% above LESS II
Law Enforcement Services Supervisor	\$8,044	15% above Sr. LESS

Human Resources, Sheriff's Office management, and SEIU met and conferred regarding the new classifications, which resulted in the Letter of Agreement between the parties (Resolution 2; Attachment B).

Human Resources seeks approval to: re-establish the Public Information Specialist classification and salary; establish the four new classifications and set the salary for the Law Enforcement Services Specialist series; and amend the Sheriff's Office Department Allocation List as outlined in the Staffing Impacts section of this summary.

Twelve-Month Vacancy Sweeps

During the FY 2025-2026 budget hearing process, the Board of Supervisors supported a recommendation made by the County Executive to "sweep" (i.e. delete) 9.25 full-time equivalent allocations in the County Administrator's Office, Department of Health Services, and Regional Parks that had been vacant for at least 12 months. In order to effectuate the recommendation, Human Resources needs authority from the Board to revise the Department Allocation Lists of the identified departments. Therefore, Human Resources seeks approval from the Board to revise the Department Allocation List for the County Administrator's Office, Department of Health Services, and Regional Parks Department in alignment with the recommendations made by the County Executive, and as outlined in the May 30, 2025, memo regarding "FY 2025-2026 Position Allocations" included as Tab 09 in the FY 2025-2026 Budget Hearing Materials. These positions were assumed vacant in the FY 2025-26 Adopted Budget, and there is no budget adjustment associated with these deletions.

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Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

June 10, 2025 (item 1, File ID number 2025-0674) – Board adopted FY 2025-2026 Budget which included a recommendation to delete 9.25 full-time equivalent allocations vacant for greater than one year.

March 18, 2025 (item 6, File ID number 2025-0186) – Board approved miscellaneous classification, compensation, and allocation changes that included the establishment of the new classification and salary of Deputy Fire Marshal.

July 16, 2024 (item 14, File ID number 2024-0607) – Board adopted an ordinance changing the designation of Park Rangers from Peace Officers to Public Officers.

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	SHF: \$91,203	SHF: \$93,939	SHF: \$96,757
Additional Appropriation Requested			
Total Expenditures	\$91,203	\$93,939	\$96,757
Funding Sources			
General Fund/WA GF	SHF: \$91,203	SHF: \$93,939	SHF: \$96,757
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$91,203	\$93,939	\$96,757

Narrative Explanation of Fiscal Impacts:***Department of Health Services***

There are no fiscal impacts.

Human Resources

There are no fiscal impacts to correcting an administrative error. The classification is not currently allocated in any departments.

Regional Parks

There are no fiscal impacts.

Sheriff's Office

The annual cost increase for position changes is estimated to be \$91,203. The Sheriff's Office anticipates that it can absorb some of the increases with a reduction in overtime and extra-help hours. This reduction in hours should be possible based on anticipated efficiencies gained with the new job classes. If the increase cannot be absorbed within existing appropriations, Sheriff's staff will work with the County Administrator's Office to address a potential overage. The amounts shown for FY 26-27 and FY 27-28 assume a 3% COLA increase.

Staffing Impacts for Miscellaneous Classification, Compensation, and Allocation Changes:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Administrative Aide	\$6,452.68 - \$7,845.83		(1.0)
Department Analyst	\$8,028.45 - \$9,757.29	1.0	
Community Services Officer II	\$5,388.25 - \$6,550.08		(1.0)
Public Information Specialist	\$6,452.68 - \$7,845.83	1.0	
Legal Processor II	\$5,026.48 - \$6,110.04		(6.0)
Law Enforcement Services Specialist II	\$5,232.00 - \$6,359.00	6.0	
Senior Legal Processor	\$5,471.73 - \$6,649.22		(4.0)
Senior Law Enforcement Services Specialist	\$5,755.00 - \$6,995.00	4.0	
Legal Staff Supervisor	\$6,306.58 - \$7,664.95		(4.0)
Law Enforcement Services Supervisor	\$6,618.00 - \$8,044.00	4.0	

Staffing Impacts for Twelve-Month Vacancy Sweeps:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Administrative Aide	\$6,452.68 - \$7,845.83		(1.0)
County Communication Specialist	\$9,120.71 - \$11,086.09		(1.0)
Nurse Practitioner – Physician’s Assistant	\$12,757.52 - \$15,507.3		(.25)
Park Ranger (formerly Park Ranger I)	\$6,118.74 - \$7,438.84		(5.0)
Secretary Confidential	\$5,564.00 - \$6,762.00		(1.0)
Senior Office Assistant	\$5,036.92 - \$6,123.96		(1.0)

Narrative Explanation of Staffing Impacts (If Required):***Department of Health Services***

There are no staffing impacts associated with the creation of the Assistant Public Health Laboratory Director - Project classification.

Human Resources

There are no staffing impacts to correcting an administrative error.

Regional Parks

There are no staffing impacts to retitling Park Ranger classification specifications.

Sheriff's Office

The is no net change to the number of full-time equivalent positions. The incumbent in the studied Administrative Aide position will be retained in the Department Analyst allocation in accordance with Civil Service Rule 3.3B. The incumbent in the CSO II position will be retained in the Public Information Specialist allocation in accordance with Civil Service Rule 3.3B. The incumbents in the studied Legal Processor series in the CIB Unit will be retained in accordance with Civil Service Rule 3.3C.

Twelve-Month Vacancy Sweeps

There are no direct staffing impacts for the twelve-month vacancy sweeps as all allocations are vacant.

Attachments:

1. Resolution 1: Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to establish the Assistant Public Health Laboratory Director – Project classification and set the salary, re-establish the classification and salary for Public Information Specialist, and revise the salary of Deputy Fire Marshal.
2. Resolution 1: Attachment A – Appendix A – Salary Tables
3. Resolution 2: Concurrent Resolution amending the Memorandum of Understanding between the County and Service Employees International Union (SEIU), Local 1021, Salary Table Scales, to establish four new classifications and set the salaries and revise the classification title of Park Ranger III to Supervising Park Ranger.
4. Resolution 2: Attachment A – Appendix A – Salary Tables
5. Resolution 2: Attachment B – Side Letter Agreement, New Classifications
6. Resolution 2: Attachment C – Side Letter Agreement, Park Ranger III Retitling
7. Resolution 3: Concurrent Resolution amending the Memorandum of Understanding between the County and Sonoma County Law Enforcement Association (SCLEA), Salary Table Scales, to revise the classification titles of Park Ranger I to Park Ranger and Park Ranger II to Senior Park Ranger.
8. Resolution 3: Attachment A – Appendix A – Salary Tables
9. Resolution 3: Attachment B – Side Letter Agreement, Park Ranger I and Park Ranger II Retitling
10. Resolution 4: Resolution amending the Department Allocation List for the County Administrator’s Office, Department of Health Services, Regional Parks, and the Sheriff’s Office.

Related Items “On File” with the Clerk of the Board:

1. Classification Study Report on Assistant Public Health Laboratory Director – Project, Department of Health Services
2. Classification Study Report by CPS HR Consulting Services, Administrative Aide, Purchasing Unit, Sheriff’s Office
3. Classification Study Report on Community Services Officer II, Community Outreach Unit, Sheriff’s Office
4. Classification Study Report on Legal Processors, Central Information Bureau, Sheriff’s Office
5. Classification Study Report on Park Rangers, Regional Parks